

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
April 5, 2010

PRESENT: TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; DONNA OSBORNE, SELECTMAN; JAMES DONISON, SELECTMAN; KEITH R. LACASSE, SELECTMAN

TOWN ADMINISTRATOR: Naomi Bolton

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Jon Osborne, George Malette, Ray Eaton, Dan Gorman, Frank Campana, Chief Begin, Rick Barry, Jan Snyder, Sherry Burdick

7:00 p.m. Chairman Clow called the meeting to order.

PUBLIC COMMENT – Mr. Frank Campana mentioned the warrant article for the EMTs being passed by the voters and requested that the Board put information out periodically about the future budget for this program and not wait until budget season. Mr. Campana would like the Fire Department to make the public aware of who they are hiring and how the program is working. He asked the Board what the new EMT positions will do to the operating budget. Mr. Campana said that the warrant article was only for the salaries and asked what happens when training is needed. Mr. Campana mentioned vehicle usage and the possibility of any ill intended purposes of the ambulance. He said that the operating expense was not information that was enthusiastically put forth by the Board or the Fire Department. Mr. Campana said that the Fire Department should keep the Selectmen informed of what budget items the article does not cover.

Chairman Clow said they asked the Fire Department to attend this meeting to further define the role of the EMTs, which was enthusiastically pushed by the voters and needed by the town. Chairman Clow said there should not be any initial training, because applicants should be officially certified before the Board of Fire Wards hires anyone.

Mr. George Malette would like the events calendar to be connected to the town website with two links, one to the town and the other to other events being run in the town. Mr. Malette feels this would be another venue to share information.

Mr. Malette discussed the possibility of planting trees on town land. Mr. Malette said that the NH is Beautiful Program, to clean up the town, is offering free Elm trees to the town. He said that the Elm trees by the Stone Building are decaying and they would like to plant the new trees there to start growing before the current trees are removed.

Mr. Malette said that it came to their attention that there is a semi dwarf apple tree called “Granite Beauty” which originated in Weare, NH. Someone has offered to give the town a “Granite Beauty” and they would like to plant it at the Stone Building. Mr. Malette said the Agricultural Commission is willing to take responsibility of pruning and fertilizing these trees. Mr. Malette said the Selectmen have to give the authority to plant the trees. Vice Chairman Butt would like to ask the Garden Club to review the suggested planting site and provide a recommendation to the Selectmen.

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DISCUSSION REGARDING THE PROCESS OF PER DIEM PERSONNEL – Chairman Clow said they invited the Fire Department to come before the Board of Selectmen for an update in the hiring process. Chairman Clow said there have been questions on what the duties of the EMTs will be when they are not out on a call.

Mr. Dan Gorman is working on the program and told the Board that there is a total of thirteen current Weare personnel and thirteen outside applicants applying for the per diem EMT positions. They have until April 8th for the closure of applications. Mr. Gorman said he is working on the list of duties and will review the list with the chief. The list of duties will include daily checks on vehicles, sweeping and maintenance. There will be some training available and all EMTs will be certified to a certain level. They will have a paramedic on each shift if possible; they have eight paramedics. Mr. Gorman said that a Weare Fire Department member and a non member will be working together to be able to get to incidents in a time manner. They are hoping to start the program May 3, 2010. They will try to hold an orientation night.

Chairman Clow asked if they have considered a third party being involved in the selection process to eliminate any favoritism. Mr. Gorman said it was discussed but felt the officers on the Fire Department could handle the hiring. Chairman Clow said they want to pick applicants based on the best experience. Mr. Gorman said they could look into having a third party involved. Mr. Gorman said he will be running the program with the Chief, but he has no intention of taking a shift unless there was a reason for a shift to be covered.

Vice Chairman Butt asked how many applicants they were hoping for. Mr. Gorman said they were looking for 25 applicants. They need a core group to fulfill obligations of 10 hour shifts. Mr. Gorman said he wants to keep the process fair and shifts will depend on availability. Mr. Gorman hopes to have the applicant's availability schedule a month in advance. The scheduling will also depend on their level of certification. The chief will hold the job of supervision.

Mr. Gorman said he knows the public will be watching the program and they want to make it run smoothly. Mr. Gorman works full time for the Hollis Fire Department, and is the Interim Weare Rescue Captain.

Vice Chairman Butt said in reading the March minutes of the Board of Fire Wards meeting there was a question about the chief's position. Mr. Jon Osborne said at this time they feel it was paramount to expend resources on the problem of the EMTs and not focus on the chief's position at this time. Vice Chairman Butt asked about balancing Mr. Gorman with Chief Eton to make sure there is supervision of the program. Mr. Osborne said the chief will be within a phone call. Vice Chairman Butt said his concern is lack of supervision; they need to make sure the money is being spent properly. Mr. Osborne said if they see a problem Mr. Gorman or Chief Eaton will remedy the situation and knows there will be down time and supervision will be needed.

Mr. Gorman said they want to have a set list of daily duties and a checklist will need to be completed.

It was discussed that the majority of the applicants are firefighters as well as EMTs and can respond to any type of call. If there is a structural fire they will drive the ambulance, evaluate the situation and prepare for the fire trucks to arrive. Mr. Gorman said they will end up being the first responders to fire calls. There are two ambulances and two people per shift. Vice Chairman Butt asked if they will have an on call list as well. Mr. Gorman said they do not want to discourage on call people from responding because of the per diem personnel. Mr. Gorman will be sitting down this week with committee members and the chief to make sure everything is in place and finalizing the job description.

Selectman Lacasse asked about ill intended uses of the ambulance and asked if that happens. Vice Chairman Butt said if the per diem EMTs have to go run errands they will drive the ambulance so as to be able to respond if needed.

Mr. Osborne said that Assistant Chief Richards will be going out west to view the vehicle assembly and then the ambulance goes to Massachussetts. Chairman Clow asked if there is an office available for the EMTs to be based in the building. Mr. Gorman said it will be the day room at the station. Chairman Clow asked when

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building the job description if they are using job descriptions from other towns. Mr. Gorman said he has been pulling job descriptions and responsibilities from other towns (all similar job duties).

Selectman Osborne said that she would also like to see a third party involved in the application process. Selectman Osborne mentioned having the roster in alphabetical order to avoid favoritism in scheduling.

Mr. Osborne said the Board of Fire Wards will be meeting at the Town Office Building at 6:30 p.m. next Monday night.

CRUISER BIDS AND PROSECUTOR POSITION – Chief Begin told the Board that car 3 did not pass inspection. The cruiser was put out to bid to four Ford garages; Grappone Ford, Hillsboro Ford, Unique Ford, and Irwin Motors in Laconia. Chief Begin said that Grappone Ford came in the lowest.

- Irwin Motors without trade \$24,180 and \$23,180 delivered
- Hillsboro Ford without trade \$23,801 and \$23,601 delivered
- Grappone Ford \$23,750 without trade and \$2,400 for the trade and \$21,315 delivered

Chairman Clow said that the money for the cruiser is coming from the revolving fund, which comes from special details. Chairman Clow said there is \$25,154 available in the fund.

Chief said they are not adding any new equipment; they are taking equipment from one cruiser and putting it into the new cruiser. \$3,000 does the striping as well.

Chief Begin said that the extended warranty is included in the bids.

Chief Begin said that car 3 is the canine car and is being replaced. Adamson Industries switched the equipment in car 3 with the equipment in car 5 to become the new canine car for a cost of approximately \$2,300-\$2,500.

Selectman Osborne asked what was wrong with car 3. Chief Begin said there was a cylinder that had compression issues and it would not pass inspection. The inspection was done at the Highway Garage.

Selectman Donison moved, Selectman Lacasse seconded to accept the bid of \$23,750 from Grappone Ford with a trade in of \$2,400 for a total of \$21,315 with the money to come from the Revolving Fund. Passed 5-0-0

Chairman Clow said they would like to take the money from the revolving fund and leave the capital reserve fund intact.

Chairman Clow moved, Selectman Osborne seconded to approve up to \$10,000 for the transfer of equipment from the vehicle being traded to the new purchase and for the canine unit from car 3 to car 5 and to have the equipment from car 5 put into the new car, with the money to come from the revolving fund. Passed 5-0-0

APPOINTMENT TO AGRICULTURAL COMMISSION – Chairman Clow asked Mr. Rick Barry what interests him in serving on the Agricultural Commission. Mr. Barry said he was forced into retirement and is joining the farming community. He feels there are a lot of agricultural resources in town which he would like to preserve for future generations.

Vice Chairman Butt moved, Selectman Lacasse seconded to appoint Rick Barry to the Agricultural Commission as an alternate member. Passed 5-0-0

Ms. Burdick mentioned the apple trees they would like to plant. Vice Chairman Butt said they had a discussion regarding the apple trees and decided to get suggestions from different groups as to where to plant the trees.

Ms. Burdick mentioned the two free Elm trees from NH Beautiful and said that the Weare Historical Society might put in a 3rd or 4th tree. Vice Chairman Butt said they approved the process to move ahead and get groups together to decide where to place the trees.

Ms. Burdick asked if any Selectmen would like to volunteer for trash pick up day and said she would like permission to contact Carl Knapp about picking up the blue trash bags from the sides of the road.

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Ms. Burdick informed the Board the Weare Historical Society would like to donate ten more cemetery signs.

Selectman Lacasse moved, Vice Chairman Butt seconded to accept the gift of ten cemetery signs from the Weare Historical Society. Passed 5-0-0

Ms. Burdick told the Board that she spoke with state and will be getting 5-7 lilac shrubs for free that she will plant at the Welcome to Weare sign coming in from Goffstown.

MANIFESTS

Chairman Clow moved, Selectman Osborne seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer to sign checks dated April 8, 2010. Passed 4-0-1 Selectman Lacasse abstained

Accounts payable	\$316,492.90	(John Stark \$250,000)
Gross Payrolls	\$45,813.49	(includes Special Detail, Taxes, Credit Union, Hwy Ins Buyouts)
	<u>\$5,704.12</u>	(Fire Monthly)
Total	\$368,010.51	

Vice Chairman Butt asked about the three checks to Concord Hospital for an incident that happened 18 months ago involving Hepatitis that are in the Manifest. Vice Chairman Butt is questioning why Primex did not accept these claims. Mrs. Bolton, Town Administrator said the incident at the scene was not made to an open cut or scab and only made contact to clothing and Primex did not feel it was necessary to go through all the steps. Mrs. Bolton, Town Administrator said that the one person did not have insurance and could write to request a hearing, but the individual would have to take time off their job to attend the hearing. Mrs. Bolton, Town Administrator, said that a third person's insurance paid for some of her expenses and she had to pay for some of the cost. Vice Chairman Butt said there is very little documentation provided. Vice Chairman Butt said if they made the effort to go to a hearing with Primex then Primex could have covered the cost. Mrs. Bolton, Town Administrator said that Ray Eaton contacted Primex to have them explain skin vs. shirt exposure. Vice Chairman Butt said when they set up the Hepatitis B line in the budget it was based on the number of people who needed to go get the shots and asked if there is still enough money in the fund to cover those needing the shots. There were two others involved and their private insurance paid the cost. The appeal process is still open. Chairman Clow would like to pay the bill and seek reimbursement from Primex through an appeal process. The Board discussed that the Fire Department does have supplemental insurance. Vice Chairman Butt said the fire fighters deserve to know what they have for coverage. Chairman Clow would like to know what the supplemental insurance covers.

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 8:35 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 9:17 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Selectman Lacasse seconded to seal and restrict the minutes of the non public session. Passed 5-0-0

Selectman Donison left the meeting at 9:18 p.m.

MEETING MINUTES

Chairman Clow moved, Selectman Osborne seconded to approve the minutes of March 15, 2010 as amended. Passed 4-0-0

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Chairman Clow moved, Selectman Osborne seconded to approve the minutes of March 22, 2010 as written. Passed 3-0-1 Selectman Lacasse abstained

Chairman Clow moved, Selectman Osborne seconded to approve the minutes of March 29, 2010 as written. Passed 4-0-0

ADOPTION OF PERSONNEL POLICY – Vice Chairman Butt commented on how vacation and sick time are calculated for part time employees. Vice Chairman Butt said that vacation and sick time should be based on an employee's normal hours worked and said that part time employees should receive the same amount of earned time as full time employees but based on the amount of hours they work in a day. Chairman Clow said if they wait to approve the personnel policy until next week then they would need to change the date to May 15th to have all employees brought up to compliance with the policy.

The Board will hold a brief discussion regarding the wording on vacation and sick leave for part time employees, at their next meeting before finalizing the personnel policy. It was discussed that part time employees will not be eligible for the buyout plan.

CORRESPONDENCE – Mrs. Bolton, Town Administrator, said they received a quote from Paul Bessey regarding the power analysis results. The quote is for \$4,100 which includes labor and material, as well as the power analysis already performed. Mrs. Bolton, Town Administrator, said that when Mr. Bessey heard there was a possibility of putting the project out to bid he dropped his price to \$2,995. Mrs. Bolton, Town Administrator, will be putting together a bid package.

OTHER BUSINESS – Vice Chairman Butt said that he went to the Clerk's office to view a set of minutes and noticed that minute submissions are falling. Selectman Osborne recommends having the Town Administrator write a letter to chairs of committees regarding the submission of their meeting minutes.

The Board will discuss how to proceed with the Building Committee at their next meeting. Chairman Clow said if they have a group specifically focusing on another building it might help move projects along.

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 10:06 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0

Selectman Lacasse moved, Selectman Osborne seconded to come out of non public session @ 10:50 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0

At this point of the meeting, Selectman Osborne left.

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 10:51 p.m. pursuant to the authority granted in RSA 91-A:3II (c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 3-0-0

Selectman Butt, Selectman Lacasse seconded to come out of non public session @ 11:16 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0

Selectman Clow moved, Chairman Clow Lacasse to seal and restrict the minutes of the second non-public session. Passed 5-0-0

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ADJOURNMENT at 11:20 PM

A True Record.

Cherry Palmisano, Recording Secretary